POSITION BRIEF - TEMPLATE

Position information

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| Position title: |  |
| Reporting to: |  |
| Location: |  |
| Department: |  |
| Position type: |  |
| Proposed start date: |  |
| Hours: |  |
| Brief presented by: |  |
| Briefing date: |  |

Position proposition

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| What issue do you need to resolve? | What problem is the business facing that cannot be resolved by other members of the team? |
| How will the position resolve the issue? |  |
| What will the benefit be? | To the business operationally and/or financially. What will it help you achieve? |
| What is the risk to the business if position not created? | The financial, commercial, operational risks |
| What will a successful recruitment look like? | This can include KPI’s or information that could be used as performance management e.g., the business agrees the position has been a success if X,Y,Z happens. |
| What are the main functions of the position? |  |
| What are the organisational relationships? | This includes all internal and external stakeholders, people that the employee would be working with daily, monthly, annually. |
| Proposed milestone dates: | Include the key dates /timeline leading into the start date of the successful applicant e.g. Job Description completed by:Recruitment agency briefed by:Position advertised by:Interviewing start date:Reference and required checks completed by:Position offer date:Position start date: |

Position details

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| Remuneration package: | Wage/Salary:KiwiSaver: % the business offersMobile phoneLaptopEtc., |
| What your business also offers: | List any additional benefits the business offers (not holiday leave, sick leave etc., unless it’s additional to what is legally required.)Wellbeing days offOne day for BirthdayStaff discountsReward programmesVolunteer day offTraining opportunitiesWork from home / anywhere flexibility |
| Position description: | What work will the position be responsible for delivering? |
| Ideal candidate will be: | Personality traits, values – personal specifications |
| Relevant experience & skills required: |  |
| Relevant qualifications: |  |
| What will some of the challenges be for this position? |  |
| What background checks will be required? | Police checks?Psychometric tests?Skills tests e.g., office product knowledgeMedical checks?Right to work in New Zealand.Reference checks? |
| Why your business is great to work for? | Your valuesThe cultureThe locationThe office environmentEtc., |